

Government of Canada Fisheries and Oceans

Gouvernement du Canada Pêches et Océans

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GCCMS #: 2018-101-00020

EKME #: 3975312

To: <u>Pour:</u>	Catherine Blewett	Date: December 7, 2018	
Object Objet:	MEMORANDUM FOR THE DEPUTY MINISTER – REQUEST FO APPROVAL OF EVENT AFTER THE FACT		
From /	De: Jacqueline Perry, Acting Labrador Region	Regional Director General, Newfoundland &	
Via:	Jennifer O'Donoughue, (Chief Financial Officer	
Additic Autre(onal approvals: s) approbation(s): Farhat Khan, CPo Director Gen		
✓	Your Signature Votre signature	Information	
	For Comments Observations	Material for the Minister Documents pour le Ministre	
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Fisheries and Oceans Canada Péches el Océans

Canada

Terre-Neuve et Labrador

Newfoundland & Labrador Regional Director General

Directeur général régional

<u>UNCLASSIFIED</u> 201**8**-101-00020 EKME #: 3975312

MEMORANDUM FOR THE DEPUTY MINISTER

REQUEST FOR APPROVAL OF EVENT AFTER THE FACT

SUMMARY OF ADVICE TO DEPUTY MINISTER

The purpose of this note is to seek your approval for an event after the fact.

The Regional Distinction Award Ceremony took place on 11 September 2018, and was the most well attended ceremony in the region's history.

A number of award nominations had been received and reviewed by the Regional Awards Committee. A total of four group awards and three individual awards were presented. Two of the large group awards were given based on the outstanding efforts carried out related to the Federal Infrastructure Initiative.

The ceremony was planned to allow for the Regional Director General to present the awards in an open manner to the recipients and provide an opportunity for the region to highlight the achievements of 47 of its staff. The last such ceremony took place in June 2015, so it was imperative that this event take place when it did.

BACKGROUND

The Small Craft Harbours team was nominated for their outstanding involvement in implementation of the FII 1 and 2 initiatives in the Newfoundland and Labrador Region. Total cost of the projects for SCH were approximately \$125-, and involved 68 projects. The Real Property team was also nominated for their outstanding involvement in implementation of the FII 1 & 2 initiatives. The total cost of the projects for RP were almost \$50-, and involved 67 projects. Two other large group awards were given under the new Values in the Workplace category. The G20 Spirit Committee was nominated due to its dedication to events and activities which increase morale and reduce stress in the workplace. The NAFC Social Committee was nominated for its focus on providing an inclusive, uplifting environment in the workplace and its focus on employee wellbeing.

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The cost for Distinction Awards is \$14,100 which brings the total cost of the event, including \$520 for hospitality, to \$18,063.04.

Prior to the event taking place, the planning committee consulted the Treasury Board Directive on Travel, Conference, Hospitality and Event Expenditures (TCHEE), per the direction on the DFO CFO's intranet site (http://w02intra01.ncr.dfo-mpo.gc.ca/ENGLISH/CFO FMMO-OFGM AFP FPD/Travel/THCEEINDEX-eng.htm). The event authorization instructions under section D.2.2.6 of the TBS TCHEE directive outline senior departmental manager delegation for events less than \$25K. The senior departmental manager was subsequently interpreted to be the Regional Director General (RDG). The planning committee did not consult DFO's Delegation of Authority for the appropriate level of delegated authority for the RDG, which was a mistake on our part. This error was only discovered after the event had occurred, and was an unintentional oversight.

The DFO Awards and Recognition Program was consulted prior to any activity taking place. The program states that RDGs have the authority to either select award items for recipients up to a value of \$500, or use iboutique. Based on this direction, the RDG thought it more appropriate to select works by local artists, and all are valued at approximately \$300 each. During the ceremony, the award recipients were presented with framed certificates from the Regional Director General. Costs incurred for the ceremony included framing of the distinction certificates, and hospitality expenditures of \$520 for a full house at the ceremony. The Distinction Awards for the recipients were to be ordered after the fact. We have not yet placed the order for the Distinction Awards. It is now understood that hospitality offered during a Distinction Awards ceremony requires the Deputy Minister's approval regardless of dollar amount.

Corrective measures have been implemented to educate all of those involved with respect to delegated authorities of the RDG, Deputy Minister and Minister. Training is being arranged with assistance from HRCS and CFO sectors regarding the Travel, Hospitality, Conferences and Event Expenditures (THCEE) directive as well as the DFO recognition awards program. In the future, any event or hospitality being offered in the Region will be appropriately authorized accordingly to these policies.

STRATEGIC CONSIDERATIONS

N/A

SCIENCE ADVICE

N/A

INTERDEPARTMENTAL CONSULTATIONS

N/A

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N'A

EXTERNAL CONSULTATIONS

N/A

ADVICE AND RECOMMENDATIONS TO DEPUTY MINISTER

It is recommended that you approve this event request.

Jacqueline Perry

Acting Regional Director General Newfoundland & Labrador Region

1 concur with the recommendations

I do not concur with the recommendations

Catherine Blewett

Deputy Minister

Kevin Stringer

Associate Deputy Minister

Attachment(s): (3)

- 1) Agenda
- 2) Hospitality Request/Hospitality Expense
- 3) Attendance List

2017-101-00020 Memorandum for the Deputy Minister Request for approval of Event after the fact J Perry (709-772-4417/mac

de la Loi sur l'accès à l'information.

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Agenda

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Associate Regional Director General, NL Region Emcre: Lily Abboss

Acting Regional Director General, NL Region Opening Remarks Jacqueline Perry

Presentation of Distinction Awards

Presented by Jacqueline Perry on behalf of Scott Gilbert, Acting Regional For his contribution to the Conservation Area Closures. Director General, Central & Arctic Region

for his contribution to the Conservation Area Closures.

Presented by Jacqueline Perry on behalf of Scott Gilbert, Acting Regional Director General, Central & Arctic Region

For his management in the implementation of the Coastal Restoration Fund. Presented by Tilman Bieger, A/Regional Director, Ecosystems Management

Presented by Lity Abbass, Associate Regional Director General For his voluntary dedication

Presented by Craig Hogan, Regional Director, Real Property, Safety & Security support to the NAFC Workplace Health and Safety Committee. For her voluntary dedication

Agenda

GZO Spirit Committee

in recognition of their voluntary dedication to wellness in the workplace Presented by Jennifer Fitzpatrick, Regional Director, Human Resources through their involvement in the G20 Spirit Committee.

NAFC Social Committee

in recognition of their voluntary dedication to wellness in the workplace through their involvement in the NAFC Social Committee. Presented by Lily Abbass, Associate Regional Director General in recognition of their involvement in the successful implementation of the Small Craft Harbours regional component of the Fil 1 and 2. Presented by Bill Goulding, Regional Director, Small Craft Harbours in recognition of their involvement in the successful implementation of the Real Property, Safety and Security regional component of the Fit 1 and 2. Presented by Craig Hogan, Regional Director, Real Property, Safety & Security

Closing Remarks **Lily Abbass**

Reception

Please join the award recipients for a reception in the atrium of the auditorium following the ceremony

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Distinction Awards Ceremony September 11, 2018

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42.		Award Recipient	
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44.		Award Recipient	
45.		Award Recipient	
46.		Award Recipient	
47.		Award Recipient	
48.		Award Recipient	
49.		Award Recipient	
50.	Lily Abbass	Regional Management Committee	
51.	Jacqueline Perry	Regional Management Committee	
52.	Tony Blanchard	Regional Management Committee	
53.	Jennifer Fitzpatrick	Regional Management Committee	
54,	Bill Goulding	Regional Management Committee	
55.	Craig Hogan	Regional Management Committee	
56.	Tilman Bieger	Regional Management Committee	
57.	8ob Lambert	Regional Management Committee	
58.	Lloyd Slaney	Regional Management Committee	
59.	Joanne Smyth	Regional Management Committee	
60.	Scott Vere-Halloway	Regional Management Committee	
61.	Sara Dunderdale	Regional Management Committee	
62.	Lana Collins	Communications	
63.	Lynn Neary	Communications	
64.	Trina Appleby	Communications	
65.	Amanda Martin	Communications	
	Plus all in attendance in the audier	ce	